# COMMUNITY HERITAGE GRANTS – 2025 ROUND GUIDELINES

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| **Opening Date** | 4 March 2025 |
| **Closing Date** | 8 May 2025 (new applicants)<br>3 June 2025 (repeat recipients & training projects) |
| **Max grant** | $20,000 (including GST) |
| **How to apply** | Via SmartyGrants Platform<br>• Repeat recipients and training applicants can use links from CHG website<br>• First time applicants should contact the CHG Program Team to confirm they are eligible, prior to receiving a link. |
| **Contact** | • All applicants **must** read the Guidelines and further information provided on the CHG website<br>• If you have other queries or wish to discuss your project, contact CHG Program Team (at National Library of Australia) via chg@nla.gov.au |

*Community Heritage Grants (CHG) is an Australian Government partnership between the Office for the Arts; and four national collecting institutions - the National Archives of Australia; the National Film and Sound Archive of Australia; the National Museum of Australia and the National Library of Australia (who manages the program on behalf of the partners).  Since 1994, this long running program has provided over $9.3 million in funding to over 1,700 collection management projects across Australia.*

*Nationally significant collections (see page 8 for more information) are held by many organisations across Australia, such as small museums, local historical societies, libraries, archives and community groups.  These groups may have very few paid or qualified staff or rely entirely on volunteers.  They also have limited funds to preserve fragile and deteriorating collection material.  CHG supports the smallest and least resourced groups within the cultural heritage sector, to work with experienced consultants to document and assess their nationally significant collections, preserve items, implement collection management strategies and build organisational capacity.*

## What are the Community Heritage Grants?

CHG is a staged grants program that supports community-based organisations to identify and care for Australian, moveable cultural heritage collections which are publicly accessible, locally held and nationally significant.

CHG is open to a wide range of non-profit, incorporated organisations and some government agencies who hold nationally significant collections.  There is a strong focus on supporting small groups with volunteer staff, who would benefit from working with professional cultural heritage experts.

## How does it work?

In each annual round eligible organisations can apply for grants of up to $20,000 for prescribed activities.  Applicants are encouraged to follow the recommended sequence and only apply for one stage/project in each round.

| Stage | Eligible Grant activities |
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| 1 | **Significance Assessment (SA)**<br>An experienced heritage consultant works with staff to review the collection onsite and prepares a significance assessment report which explains the meaning and value of the collection based on industry recognised significance criteria.<br>*Standard CHG fee for a SA is $5,500, plus any travel expenses.*<br><br>*If you are a new applicant, take the questionnaire -* **Are You Ready for A Significance Assessment?** *to consider what preparation is required.* |
| 2. | **Preservation Needs Assessment (PNA)**<br>A qualified conservator works with staff to assess the physical condition of collection items and current housing and storage facilities.  They prepare a report and make recommendations, including conservation treatment, improved collection housing and storage, and digitisation.<br>*Standard CHG fee for a PNA is $5,500, plus any travel expenses.* |
| 3. | **Collection Management and Conservation activities**<br>Funding is available for organisations to implement PNA recommendations. |
| Other | **Collection Management Training projects**<br>**Collection Management Software**<br>Organisations can apply for funding for these projects at any time of their CHG journey (regardless of whether a SA or PNA has been undertaken). |

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### Example of the CHG journey

A (fictional) volunteer managed museum in regional WA has a mixed collection of artefacts, artworks and photographs.  They have a permanent building, regular opening hours and volunteers have completed basic collection management training and commenced cataloguing the collection.  This is their CHG journey – it's a long term, capacity building commitment and typically takes 4- 6 years to complete all three stages.

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| 2016 Rd | Museum secures funding for a SA.  Funding includes the standard fee for the consultant and travel fees. |
| 2018 Round | Museum receives CHG grant for PNA, including standard fee and travel. |
| 2019 Round | PNA project is completed by April 2019 and museum applies in the following round for new shelving and archival boxes, identified as an urgent priority in the PNA. |
| 2021 Round | Working their way through the PNA recommendations, the museum applies for a second collection management activity to support conservation treatment of an iconic artwork. |

## Eligible Organisations

The Community Heritage Grants program is open to not-for-profit, incorporated organisations and federal, state/territory and local government agencies and university groups, that own or manage a moveable heritage collection of nationally significant material and which is accessible to the general public (either by appointment, via online platforms, or on temporary or permanent exhibition).

Examples of not-for-profit, incorporated organisations which are encouraged to apply are:

- Archives
- Art galleries
- Community groups with heritage collections*
- Historical societies
- Indigenous groups
- Libraries

- Local government / council
- Multicultural groups
- Museums
- Religious groups
- Cultural heritage professional associations (for training projects)

*including but not limited to sporting clubs, craft and visual arts guilds, performing arts groups, disability and health organisations, ex-service organisations, progress and professional associations, agricultural societies, and environmental groups.*

We particularly welcome applications from the program's high priority target groups:
- Community-based organisations with limited or no paid staff and/or limited resources
- Indigenous and multicultural organisations
- Rural and remote organisations.

Organisations that manage, rather than own the collection, must provide written permission from the legal owner of the collection with their application.  Applicants who have agreements or partnerships with other organisations to store, care for or exhibit the collection, must also provide details and a letter of support.

Federal, state/territory and local government agencies and university groups with heritage collections are eligible, but may not be as competitive as high priority target groups.  Please contact the CHG Team to discuss.

> Previous CHG funded recipients, including CHG 2024 Round grantees, must have completed and acquitted their grants by **Tuesday 6 May 2025** to be eligible to apply in the 2025 Round.

## Eligible Projects

### Collection Preservation Projects

As noted, grants are structured in a three-stage process:

1. Significance Assessment
2. Preservation Needs Assessment
3. Conservation and Collection Management Activities.

Eligible groups can also apply for **Cataloguing and Collection Management Software** at any stage. See Attachment A for more details on eligible activities.

### Training Projects

Organisations may apply for training project funding. Organisations are encouraged to invite members of other local groups to extend the outreach and outcomes of training sessions. Training topics might include, but are not limited to:

- preventive conservation
- collection care and handling
- cataloguing and use of cataloguing software
- disaster preparedness
- collection management
- assessing significance.

Professional organisations are eligible to apply for training projects, even if they do not have their own collection. However, applications should include information about the people and the collections that will benefit from the training.

## Ineligible Projects and Costs

The following projects and costs are ineligible for CHG funding:

- In-house salaries and volunteer labour costs, including per hour project management costs
- Labour costs for cataloguing or rehousing projects
- Publishing projects including printed books or online projects
- Exhibition research, interpretation and signage, and design
- Heritage trails
- Collection acquisition or collection commissioning projects
- Private collections
- Oral histories – recording or transcribing
- Memorials and plaques
- Activities relating to built heritage or non-moveable heritage collections

- Building works, capital works, repairs and improvements to existing buildings
- Collection storage rental fees
- Security systems and fire alarms
- Digitisation and microfilming of newspapers or magazines
- Family history research
- Emergency activities
- Activities that are in progress or have been completed
- Software development and website development
- Computer hardware and/or digitisation equipment (e.g. cameras, scanners, audio-visual equipment)
- Stationery and office supplies
- Contingency costs
- Administration costs

The CHG professional development journey is generally unsuited to one-off commemorative projects such as books, physical or online exhibitions for anniversaries or special events.

## CHG Round Application Timeline

| **Tuesday 4 March 2025 – CHG 2025 Round Opens** |
| :---: |
| *See How to Apply*<br>CHG 2024 Round recipients must complete and acquit their projects by **Tuesday 6 May** in order to apply in the 2025 Round. |
| **May – June 2025 – CHG 2025 Round closes** |
| **Midnight Thursday 8 May**<br>For all significance assessments (and any other activities from new applicants).<br><br>**Midnight Tuesday 3 June**<br>For CHG repeat recipients who have completed previous CHG stage (i.e. significance or preservation needs assessment) in the past five years (since 2020).<br>Applications also close for training projects. |
| **May – August 2025 – Applications are assessed** |
| *See Assessment Process, Assessment Criteria*<br>Ineligible applicants will be contacted during this phase. |
| **September 2025 – Recommended projects are finalised and approved** |
| *See Assessment Process* |
| **September – October 2025 – Advice on grant outcomes** |
| All eligible applicants will be advised via email on the outcomes of the 2025 Round. Unsuccessful applicants are provided with feedback and invited to discuss in more detail. Where possible, staff will provide advice on ways to improve the application or alternative options. |
| **October – November 2025 – Grant agreements and payments** |
| *See Successful Grant Applicants* |
| **November 2025 – October 2026 – Project delivery and completion** |
| *See Successful Grant Applicants* |

## How to Apply

The CHG Program Team uses the online SmartyGrants grants management system for all applications and grants.

*Repeat recipients and training applicants can apply via the SmartyGrants links from the CHG website. First time applicants should contact the CHG Program Team to confirm that their project is eligible, prior to receiving a link.  Please send an email to chg@nla.gov.au stating the name of your organisation, nature of the collection, proposed project and budget items (estimates are fine).*

Applications commenced on SmartyGrants will receive an automatic acknowledgement, and a CHG application number that is quoted in all future correspondence.

For other information regarding the program or to discuss your application, including whether to apply as a new applicant or repeat recipient, contact the CHG Program Team via email: chg@nla.gov.au.  The CHG Program Team will respond to your query and if required, contact your organisation to discuss in more detail.

**Indigenous cultural material**

The CHG Program supports the application of Indigenous Cultural and Intellectual Property (ICIP) protocols in managing Indigenous cultural material.  Follow the link for more information on the National Library of Australia's ICIP protocols.

If your collection includes sensitive, sacred, or culturally significant Indigenous materials, or involves specific cultural considerations, **please contact the CHG Program Team to discuss.**

In some cases, certain details requested in the CHG application may need to be omitted or modified due to cultural sensitivities.  The CHG Program Team can assist in finding alternative ways to present information about your collection or project, ensuring fair assessment while respecting cultural protocols.

> If you experience technical difficulties in completing your online application, please contact **SmartyGrants support desk: phone (03) 9320 6888 or via email service@smartygrants.com.au**
>
> **Assistance is available 9am-5pm (AEST), Monday to Friday.**

## Available funding

Cash grants of up to $20,000 (including GST) are available for eligible projects in each annual round. Organisations are welcome to contribute their own funding or seek/contribute funding from other grant programs to support activities.

Applicants must include quotes for all planned expenses including significance and preservation assessments, training providers, travel expenses for consultants and proposed expenditure for conservation and collection management activities, including digitisation.

**Significance Assessments and Preservation Needs Assessments**

Consultancy costs for significance assessments and preservation needs assessments are funded at the standard rate of $5,500 (excluding GST).  The fee is based on costs for an assessment of a small to medium sized collection (approximately 600 – 1,000 items), entailing a site visit (2-3 days) and the preparation of a written report (4-5 days).

If your organisation has a larger collection, multiple collections or collections over multiple locations you may need to prioritise parts of/or a specific collection for the assessment.  Alternatively, your organisation could contribute additional funds for the consultant to undertake a larger collection assessment.  Please contact the CHG Program Team to discuss further.

If your collection contains predominantly Indigenous cultural material or includes items of high Indigenous cultural significance, applicants can also apply for consultation fees for Cultural Consultants (Elders) to work with assessors or other consultants.  A quote must be provided.   Please contact the CHG Program Team to discuss further.

**Travel costs**

CHG is committed to supporting consultants to travel to regional and remote areas to work with community groups.  If your nominated consultant is travelling to assess your collection or to deliver training, applicants can seek funding for:
- travel costs for a single return trip to your location (eg flights or own vehicle);
- accommodation for up to three nights; and
- daily travel allowance for up to four days.

Travel costs must be supported by quotes and be consistent with guidance in the following Australian Tax Office information:
- ATO TD 2024/3 – guidance on reasonable accommodation and meal allowances; and
- ATO Cents per kilometre method – guidance on allowances if travelling by car.

Estimated, itemised expenses can be included in the consultant's quote.  If the applicant is arranging travel and accommodation, attach quotes or website screenshots with estimated costs.  If the assessor is required to travel more than four hours each way, you can include financial compensation for travel time.  Please contact the CHG Program Team for recommended rates or to discuss other travel expenses.

Travel costs are not usually awarded to organisations in large metropolitan cities where an appropriate assessor could be recruited locally for a standard significance or preservation needs report.

## Assessment process

Assessment of CHG applications is a staged process, drawing upon internal and external expertise:

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| **CHG Program Team** | Eligibility check of organisations, projects and costs. Applicants are advised of ineligible projects or costs at this time.  Fully ineligible projects do not proceed to the next stage. |
| **External assessors** | New applications - significance and project feasibility assessment |
| **CHG Program Team** | Project feasibility assessment for all other applications |
| **CHG Expert Panel** | Shortlisted applications are considered by the CHG Expert Panel, a group of external assessors and collection management and conservation specialists from partner institutions (NLA, NMA, NAA, NFSA, OFTA). Members provide specialist advice on projects, reconsider applications against the program criteria and agree on final recommendations. The Expert Panel may recommend part funding or suggest changes to the proposed project. |
| **CHG Program Team** | Recommendations are reviewed and finalised against available funding |
| **NLA Director-General** | Considers recommendations and provides final approval |

The Assessment Reports from recent rounds are available from the CHG website and provide useful guidance on the type of information assessors are seeking.  Please note that competition for CHG funding is very strong and it is not possible to fund all worthwhile projects.

## Assessment Criteria

**Collection Preservation activities**

*National Significance of the Collection*

To be competitive, applications must firstly demonstrate strong claims to the significance criteria, as outlined in: *Significance 2.0: A Guide to Assessing the Significance of Collections* (2009).

These include:

Primary significance

- **historical significance**: whether it is associated with an important historical event or contributed to changing the course of Australian history.  Whether nationally prominent people are represented;
- **artistic or aesthetic significance**: importance of the artist or creator, whether it is an outstanding example of style or movement, does it demonstrate artistic or design innovation;
- **scientific or research** value; does the collection support research in science, natural environment or cultural history;
- **social or spiritual significance:** importance of the collection to a specific group or community.

Comparative criteria

- **provenance**: whether its previous owners or how it was used is documented;
- **rarity or representativeness**;

- **condition of the material**; whether it is complete or intact; and
- **interpretive capacity**.

This is an important assessment stage and applicants should refer to *Significance 2.0* (including guidance on writing a statement of significance and examples of statements) to build a strong case for their collection. A Guide to addressing the significance criteria in the application is provided on the CHG website.

Once a significance assessment has been undertaken by an external consultant, the collection or collection items must be assessed as being of national significance to be eligible for further funding.

*Project Feasibility Assessment*

This stage takes into account:

- value for money;
- clear, feasible project plan; and
- how CHG activities will benefit the collection (eg preservation, improved access) and the organisation.

Assessors also consider the applicant's capacity to successfully deliver the project. For example, institutional commitment, whether there are available staff or volunteers, physical access to collection areas, extent of collection cataloguing and whether a collection management framework and supporting policies are in place. See **Are You Ready for a Significance Assessment?** Questionnaire for more information.

*Program Aims*

In the final stage, the Expert Panel considers the broader CHG program aims and the comparative needs of applicants. This includes maximising support for high priority target groups, encouraging new applicants to begin their CHG journey, timely support for at-risk collections and ensuring a widespread and equitable distribution of funds. To this end, the Panel asks the following questions:

- What are the needs of the collection and organisation? For example:
    - Is the collection at risk of deterioration without immediate treatment?
    - What staff, expertise and funding resources are already available to the organisation? Does the applicant have trained staff or other resources, that would enable them to undertake these activities independent of CHG? This criterion will be particularly relevant to federal, state/territory and local government agencies and university groups.
    - What are the funding claims of first time applicants compared with groups who have completed the CHG staged program and received several grants?
- Is the funding request reasonable considering available CHG funds?
- Does each round provide the widest possible coverage of all states and territories and regional and remote areas?

**Training Projects**

The CHG Team reviews training projects on the:

- quality and appropriateness of training;
- value for money;
- credentials of trainers; and

- potential outreach and impact of training, including number of participating staff and organisations.

## Successful Grant Applications

### Conditions of Grant

All successful applicants must sign the standard Grant Deed agreeing to comply with the grant terms and conditions.  A sample Conditions of Grant can be found on the CHG website.  The Grant Deed is a legal document that details the approved project and project plan and is linked to the Conditions of Grant.  All grant recipients are offered grants on the same terms and conditions.  All 2025 round projects must be completed within 12 months (ie 1 November 2025 – 31 October 2026).

### Payments

The Grant Acceptance Form, including the Grant Deed, invoice instructions, banking details and Declaration, will be available through SmartyGrants.  Once completed, grant payments will be made in October - November 2025.

### Reporting and acquittal

Recipients must provide two reports on their project to be submitted via SmartyGrants:

- brief mid-year Progress Report, due in April 2026
- Final Project Report on completion, due in October 2026.

The final project report requires a summary of the project's achievements (to be included on the CHG website), an expenditure table, *copies of all receipts*, an acquittal statement, and a copy of any documents commissioned under the CHG program, such as significance or preservation needs assessment reports and training materials.

## Complaints and feedback on grant outcomes

Any complaints or feedback you have about CHG grant outcomes should be sent to chg@nla.gov.au.

All comments will be acknowledged, and the majority responded to within one week.  For more complex issues, a resolution or explanation will be provided as soon as possible.  There are no fees associated with making a complaint.  The CHG Team will handle complaints confidentially in accordance with the National Library of Australia's Privacy Policy.

If you believe the issue has not been resolved via these means, you may contact the Library's Director-General:

National Library of Australia
Parkes Place
Canberra ACT 2600
Phone +61 (0)2 6262 1390

Website: User Feedback Form

If you are dissatisfied at any time with the handling of your feedback, you may write to the Commonwealth Ombudsman at the following address:

GPO Box 442
Canberra ACT 2601
Telephone: 1300 362 072
Website: www.ombudsman.gov.au

## Attachment A – Guidance on Eligible Projects

## Collection Preservation Projects

**Cataloguing and Collection Management System (CMS) Software**

Groups are encouraged to document and catalogue their collection, prior to undertaking assessment and collection management activities. In the initial stages, groups can start with simple cataloguing systems such as spreadsheets. CHG funding is also available to purchase or subscribe to Cataloguing and Collection Management software at any annual round (ie regardless of whether a significance assessment or preservation needs assessment have been undertaken).

Applicants should research and nominate their proposed software and in the application detail:
- number of objects/ items in the collection and how they are currently registered or catalogued;
- the proposed software, including purchase or subscription costs and inclusions: subscription period, number of users, storage size, collection formats, connectivity with other platforms (eg Trove, Victorian Collections, Collections WA);
- why this CMS works for the collection and organisation, and comparison with other systems;
- how ongoing expenses that are not eligible for CHG funding (computer hardware, recurrent subscription costs; upgrades; technical assistance) will be covered; and
- how staff will be trained and consideration of long-term support strategy.

*Further information:* Museums & Galleries NSW, [Collection Management Systems.](Collection Management Systems.)

**Staged Collection Preservation Funding Process**

### 1. Significance Assessments

*Significance assessment is the process of research and understanding the meanings and values of items and collections.*

*The assessment process explores all the elements that contribute to meaning, including history, context, provenance, related places, memories, and comparative knowledge of similar items. It goes beyond a conventional catalogue description to explain the why and how the item is important and what it means. The results of the analysis are synthesised in a statement of significance. This is a readable summary of the values, meaning and importance of the item.*

*The assessment process helps collection managers to make reasonable judgements about the importance of items and collections and their meaning for communities. This in turn enables collecting organisations to manage collections to conserve their significance and make their meanings accessible to users and the community in many different circumstances.*

**Excerpt from Significance 2.0 – A Guide to Assessing the Significance of Collections (2009)**

A significance assessment (SA) helps explain the meaning and value of a collection and provides further information for its management and interpretation. This appraisal by an external consultant, using industry recognised significance criteria, tailored to the needs of the organisation, is extremely valuable in assisting your staff/members to prioritise collection items, interpret your collection and should form a sound basis for future collection management activities.

The following publication is essential reading to help organisations understand the significance

assessment process: [Significance 2.0 - A Guide to Assessing the Significance of Collections (2009) - 2nd revised edition (online version)](#)

Applicants are encouraged to consider whether your organisation, staff/members and collection are ready to undertake an effective, productive SA, including whether the collection is sufficiently documented and accessible. To understand what preparation is required, please complete the questionnaire **Are You Ready for a Significance Assessment?**

Once you are ready, applicants must identify a suitable consultant to undertake the assessment. Depending on the collection, this may be a historian, archivist, museum curator, or other heritage expert with experience in preparing significance assessments.  They will produce a written report that includes a statement of significance and a prioritised list of recommendations for future collection management.  As noted in the Assessment Criteria heading, **your collection must be assessed as being of national significance by an external consultant, to be eligible for further funding.**

*What to include in application:*

- Any previous relevant collection assessments, statements of significance;
- Details of nominated consultant and a quote for your collection;
- If applicable, details and quotes for travel, accommodation and travel allowance; and
- If available, letters of support and references.

*Further information:*

The CHG website provides more information on
- [addressing the significance criteria and recruiting an appropriate consultant](#), and
- [preparing for significance assessments including the report template](#).

### 2. Preservation Needs Assessments

After a significance assessment of your collection, you may then apply for a preservation needs assessment (PNA).  A preservation needs assessment looks at the physical condition of a collection, suitability of current housing and storage facilities and makes recommendations for the development of a collection management program.

A preservation needs assessment must be conducted by a Conservator who qualifies as a professional member of the Australian Institute for the Conservation of Cultural Materials (AICCM) or who has equivalent practical experience in their field.  The CV for the nominated consultant should be attached if available.

*What to include in your application:*

- A copy of the previous significance assessment report;
- Any other previous relevant collection assessments, statements of significance;
- Details of nominated consultant, including a quote for your collection; and
- If applicable, details and quotes for travel, accommodation and travel allowance

*Further information:*

More information on recruiting an appropriate consultant, preparing for a preservation needs assessment and the recommended template for the final assessment report can be found on the CHG website.

### 3. Conservation and Collection Management Activities

When you have a PNA of your collection, you may then apply for funding to undertake the recommended activities. Applicants should apply for the project/s that involve the most at risk and highly significant items in priority order. Please clearly state if your organisation has already completed other recommended activities.

Quotes must be provided for all proposed conservation and collection management projects. Treatment quotes should include the title of the object or item, description of binding and text (including significant and/or unique markings), condition, treatment proposal – with outcome statement (treatment in sequential steps), and cost.

*If digitisation or conservation will facilitate the preservation and continued access to fragile, at risk, and nationally significant material (as confirmed by the significance assessment report), then you may apply for funding WITHOUT undertaking a PNA. If this option is being considered, you must submit a strong case, backed by professional advice (eg conservators), that the material is at risk and must be conserved or digitised urgently. Please contact the CHG Program Team to discuss further.*

## Conservation treatments and collection housing and storage

Eligible activities may include:

- **Collection rehousing and storage** – the purchase of storage materials such as archival-quality boxes, folders, envelopes, packing materials and sleeves appropriate to the material to be rehoused. Rehousing can also include the purchase of specialist shelving or storage equipment such as object cases, and map or plan cabinets.
  ***Note on archival boxes****: the CHG Expert Panel recommends corrugated board boxes as an affordable option that meet National Archives of Australia standards. Most national collecting institutions are increasingly using these type of archival boxes, in favour of rigid solander boxes.*

- **Conservation treatment** – physical treatments such as cleaning and collection maintenance, archival quality binding, matting, boxing, framing and other protective measures for storage or display, conservation treatment or rebinding of highly significant items by qualified conservators.

- **Environmental control and/or monitoring equipment** – the purchase, installation or improvement of systems to control or monitor temperature, humidity, light and air quality, such as air conditioners, freezers, dehumidifiers, data loggers, window blinds or tinting.

*What to include in your application:*

- Copy of the PNA with recommendations for your proposed project.

- If you are applying for digitisation, conservation or other collection management activities without a PNA, provide evidence, including professional advice, that the material is at risk and the project is urgent.

**Digitisation**

Digitisation is an important strategy in preserving collections and improving accessibility through online networks.  Collections can range from archives, books and paper records, textiles, paintings, drawings, and objects, through to photographs, films, and sound recordings (both analogue and digital).

Applicants can apply for funding for specialist providers to digitise parts of their collection.  *Funding to purchase scanning or photography equipment to undertake in-house digitisation is not eligible.* Applications for Digitisation of original materials should include a **Digitisation Plan** or at a minimum, provide further information on:
- nominated digitisation providers and relevant experience working with heritage collections;
- how collection material will be handled during digitisation process, including transport to and from commercial suppliers;
- scanning details such as compliance with technical standards and appropriate back-up procedures;
- how digitisation will improve public access to collection material in local systems as well as other online platforms (eg Trove, Victorian Collections or Collections WA);
- ongoing management of digital copies (describing the file formats to be used for the preservation and access files, and what metadata will be included); and
- copyright arrangements including:
    - confirmation that projects comply with relevant Australian copyright law;
    - confirmation that copyright for materials are owned by your organisation or you have permission to duplicate the materials from the rightful copyright owner; and
    - how the content will be accessed, including permissions from the copyright owners, or Indigenous Cultural and Intellectual Property (ICIP) owners.

Digitising audio-visual and born-digital material can require additional steps to the process of digitising "hard copies" or objects.  For audio-visual and born-digital projects, digitisation may require the reformatting of original material including copying audio tapes and audio-visual material or producing microfilm, digital or photographic print copies.  Reformatting may also include projects that migrate digital data from older carriers (such as floppy disks etc) or digital file format migration.

If you are applying for funding for copying of audio-visual materials or digital data from physical digital carriers (e.g. floppy discs), please also describe:
- how will original tapes or other carriers be managed, following digitisation or reformatting;
- what technical standards will be used to copy and encode the video or audio material into a file, specifically the technical standards that will be used for the resultant digital files;
- how the new digital content will be accessed (onsite, online, loan DVDs etc) and preserved, including backup copies.